

## **DIRECTIONS FOR IMPLEMENTING \$1,080 COST-OF-LIVING ADJUSTMENT OUTSIDE THE SALARY TABLE**

Every Certified (CERT) staff member employed by a local board of education must receive a cost-of-living adjustment of at least \$1,080 in FY 2003-2004, regardless of contract length or annual base salary. Certified staff employed by a local board of education who work less than full-time are to receive a pro rata share of the \$1,080 cost-of-living adjustment based on terms of their employment. The permanent, cost-of-living adjustment totaling at least \$1,080 is in addition to the normal rank and step increases attained by Certified personnel. Retired Certified (RCER) employees other than the remaining "100-day" employees are not included with this increase. The remaining "100-day" employees *DO* get the increase because they are still being paid based on the salary tables using a FTE percentage of .5405. If the district adds the \$1,080 outside of the salary table, the "100 day" RCER employees will need to have the Pay Type added individually.

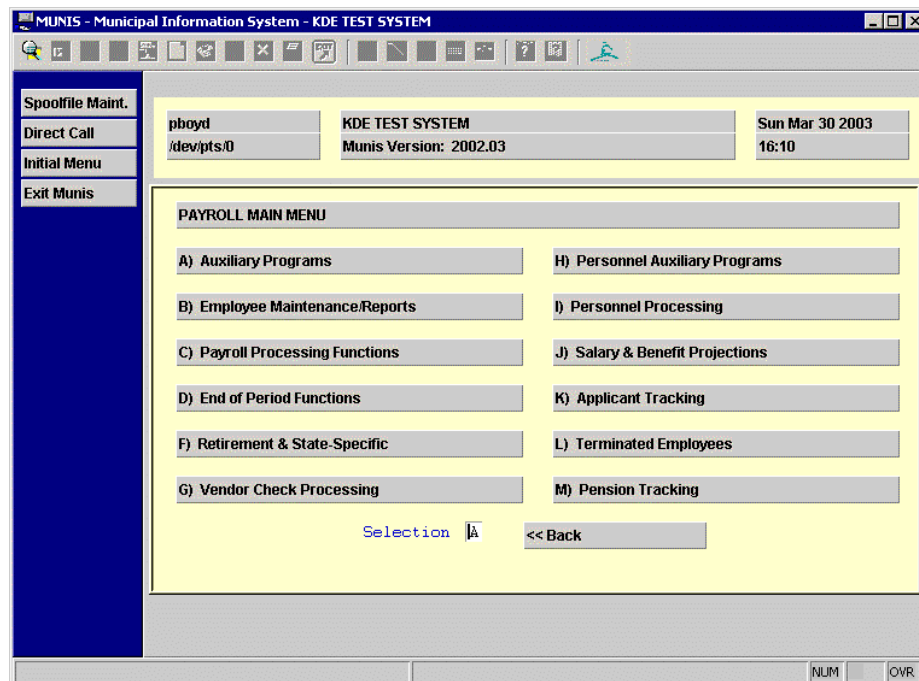
There are conditions in the MUNIS Payroll file that will cause problems and must be changed in order for the instructions we are providing to work smoothly. The following list contains some exceptions found but it may not be all encompassing. The proof list must be reviewed closely before applying the additional pay type. An explanation will be provided in this document.

1. Substitutes (Summary Class 2099) that have a CERT Group/BU will be on the list of employees getting the \$1,080 increase. This is incorrect. To correct, the Master File screen and the Job Pay screen must show SUBS as the Group/BU.
2. Retired Certified employees must have a RCER Group/BU.
3. Job Class Codes for Retired Certified Employees (RCER) must be different than the codes used for the Certified Employees (CERT).
4. If an employee is paid from Fund 1 and Fund 2 and their job responsibility is the same for both Funds, there are two methods for processing. The first involves using allocation tables to split the pay percentage by Fund. The second method involves adding Job Class Codes using the 4000-4999 range and pointing the Code back to the Summary Class Code in the 0010 – 3999 range. Verify that in Recurring Pay, there are no Base Pay records that are not also displayed in Job Pay.
5. Those retired employees that fall under the "100 Day" Plan, need the Pay Type 899 to be added individually. The Job Class Codes in use for these employees must have a RCER Group/BU. The salary tables to which the Job Class Codes point must also reflect the Group/BU of RCER. The FTE percentage is .5405 on the Job Pay record.

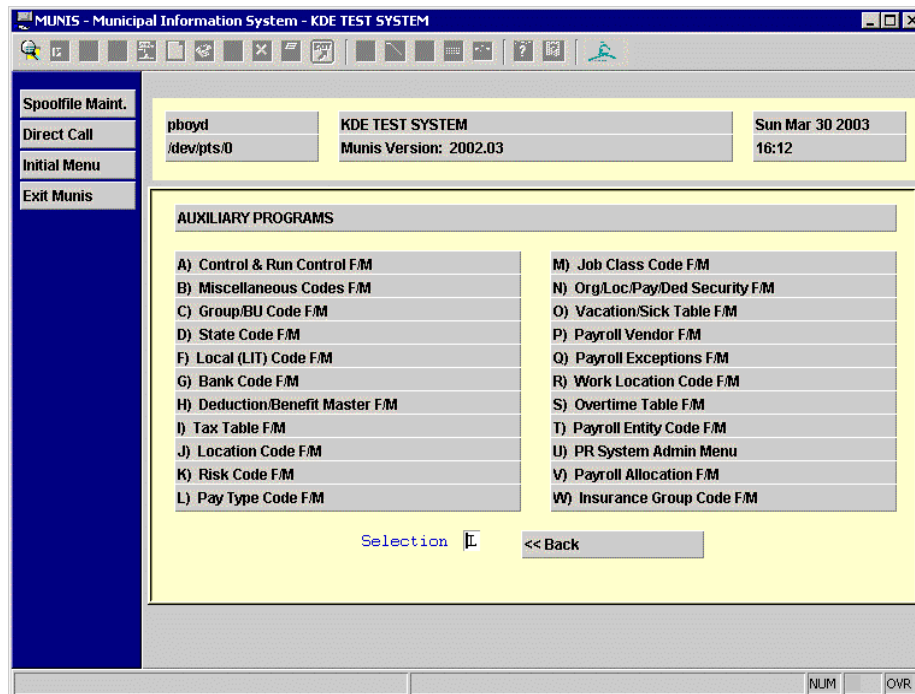
# Adding a New Pay Type

Placing the \$1,080 cost-of-living adjustment for certified staff outside the salary table is accomplished by following the illustrated procedures summarized below.

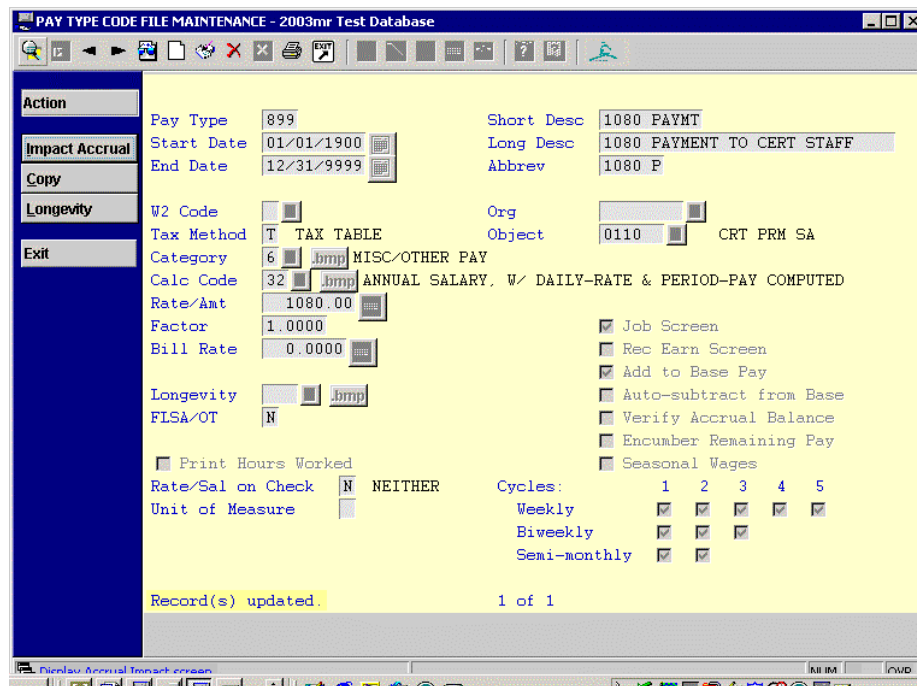
1. Copy CERT Base Pay salary tables using the new effective date, with no changes to dollar amounts.
2. Apply step and rank increases to employees for the following fiscal year.
3. Add a new Pay Type (899) with category 6 for ' Misc / Other Pay', calc code of 32, rate of \$1,080, object code 0110, with a check on "job screen" and "add to base pay."
4. Globally add this 899 Pay Type to all certified staff in Job Classes 0010 to 4999.
5. Globally add this new pay type to all Job Class Codes in use for Certified staff in the 0010 to 4999 range. After this step is performed, the 899 Pay Type is added automatically when a new employee with a CERT Job Class Code is added to the Job Pay file. All new hires must have this pay type record in the future. All mid-year hires will also receive a pro rata share of the \$1,080 increase.



- 1) Add a new pay type. Adding pay types is accomplished by "selecting" Auxiliary Programs from the payroll main menu.



## 2) Access the Pay Type Code F/M .



## 3) Add Pay Type “899” using the descriptions and settings provided above. *Note: Only “Job Screen” and “Add to Base Pay” are checked.*

5/20/2003

**PAY TYPE CODE FILE MAINTENANCE - KDE TEST SYSTEM**

Action: Pay Type 899 Short Desc CERT 1080  
 Start Date 01/01/1900 Long Desc CERT INCREASE 1080 FY 2004  
 Exit: End Date 12/31/9999 Abbrev 1080

Pay Type 899 CERT INCREASE 1080 FY 2004

Impact Accruals In Payroll Processing

Accrual	Impact
1 VACATION	0 NO IMPACT
2 SICK	0 NO IMPACT
3 PERSONAL	0 NO IMPACT
4 EMERGENCY	0 NO IMPACT
5 PROFESSION	0 NO IMPACT
6 DEDUCT	0 NO IMPACT
7 JURY	0 NO IMPACT
8 COURT	0 NO IMPACT
9 MILITARY	0 NO IMPACT

1 of 1

1 of 1

Display Accrual Impact screen. NUM OVR

- 4) No changes will need to be made on the accrual screen that automatically displays.

**MUNIS - Municipal Information System - KDE TEST SYSTEM**

Spoolfile Maint. pboyd KDE TEST SYSTEM Sun Mar 30 2003  
 Direct Call /dev/pts/0 Munis Version: 2002.03 16:13  
 Initial Menu  
 Exit Munis

**PAYROLL MAIN MENU**

A) Auxiliary Programs	H) Personnel Auxiliary Programs
B) Employee Maintenance/Reports	I) Personnel Processing
C) Payroll Processing Functions	J) Salary & Benefit Projections
D) End of Period Functions	K) Applicant Tracking
F) Retirement & State-Specific	L) Terminated Employees
G) Vendor Check Processing	M) Pension Tracking

Selection B << Back

NUM OVR

- 5) From the Payroll Main Menu, select the Employee Maintenance/Reports menu.

**MUNIS - Municipal Information System - KDE TEST SYSTEM**

Spoolfile Maint.  
Direct Call  
Initial Menu  
Exit Munis

pboyd KDE TEST SYSTEM Sun Mar 30 2003  
/dev/pts/0 Munis Version: 2002.03 16:14

**EMPLOYEE MAINTENANCE/REPORTS**

A) Employee Masterfile F/M	K) Employee Accruals Report
B) Employee Job/Salary F/M	L) Longevity/Experience Report
C) Employee Recurring Pay F/M	M) Set Future Payroll Dates
D) Employee Deductions F/M	N) Employee Salary Notices
F) Employee Accruals F/M	O) Employee Eligibility F/M
G) Employee Detail History	P) Eligibility Report
H) Employee Mailing Labels	Q) Timeclock Interface
I) Detail Check History Report	R) Employee Fire Department F/M
J) Accumulators Report	S) Employee Import

Selection B << Back

NUM OVR

- 6) From the Employee Maintenance /Reports Menu, access the Employee Job/Salary F/M screen.

**EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM**

Action  
2nd Screen  
Text  
Job Summary  
G/L Summary  
Recurring  
V=Global  
W=Proj Update  
X=Address  
Y=Recalc  
Z=Reset Pays  
Exit

Emp # Last First  
SSN Active Status

Current-Salary

Job Class	Calc Code	Hrs/Day
Pay Type	Eff. Date	Hrs/Yr
Position	Grade/Rank	Days/Period
Location	Step/Level	Factor
Group/BU	Num Pays	Remain
Status	Days/Year	<input type="checkbox"/> Balloon
Pay Freq	Sched Hrs	<input type="checkbox"/> Off-St/Frozen
Start Date	Pay Basis	<input type="checkbox"/> Encumbered
End Date	FTE %	
Allocation	Hrly Rate	
G/L Org	Daily Rate	
Object	Period Pay	
Project	Annual Pay	
	Remain Sal	
	Refer. Sal	

Display screen 2 of employee pay data.

NUM OVR

- 7) Select V=Global.

GLOBAL ADD/DELETE - KDE TEST SYSTEM

**Action**  
**Define**  
**Execute**  
**Exit**

Global ☐ Add  
☐ Delete

Pay Type   
 Pay Category

Location  to   
 Organization  to   
 Job Class  to   
 Group/BU  to

Start  03/30/2003   
 End  12/31/9999   
 Effective  03/30/2003   
 Org/Obj/Proj      
 Allocation

☐ Add Other Pays  
☐ Add Tax Deductions  
☐ Add Other Deductions  
☐ Add Accruals

Define the options for 'Output': NUM OVR

8) **Select Define.**

GLOBAL ADD/DELETE - 2003mr Test Database

**Action**  
**Define**  
**Execute**  
**Exit**

Global ☐ Add  
☐ Delete

Pay Type  899 1080 PAYMENT TO CERT STAFF  
 Pay Category  6 MISC/OTHER PAY

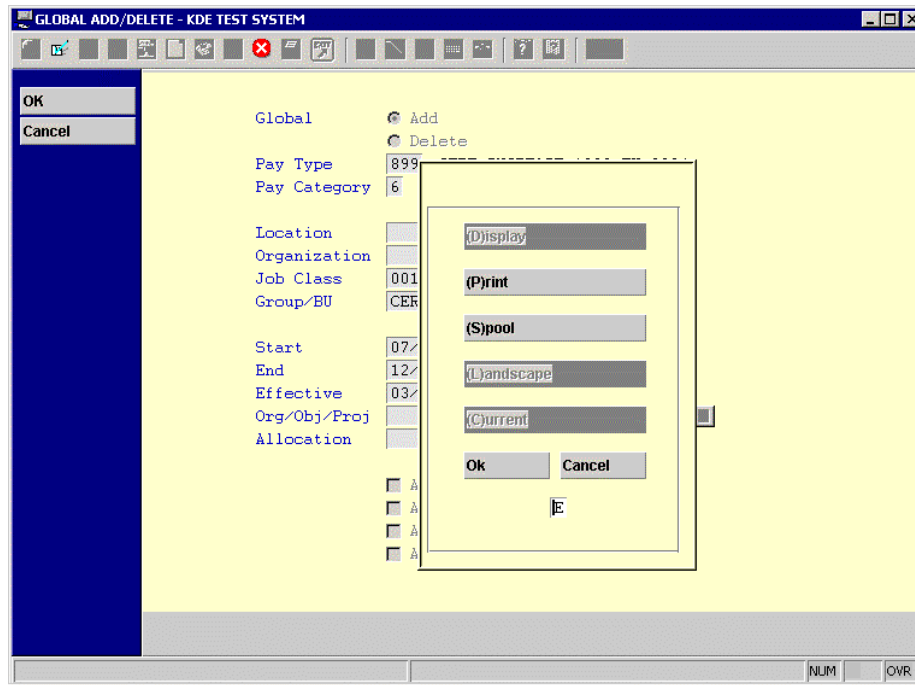
Location  to  ZZZZ  
 Organization  to  ZZZZZZZZ  
 Job Class  0010 to  4999  
 Group/BU  CERT to  CERT

Start  06/30/2003   
 End  12/31/9999   
 Effective  07/01/2003   
 Org/Obj/Proj      
 Allocation

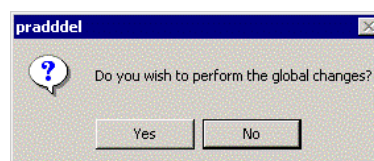
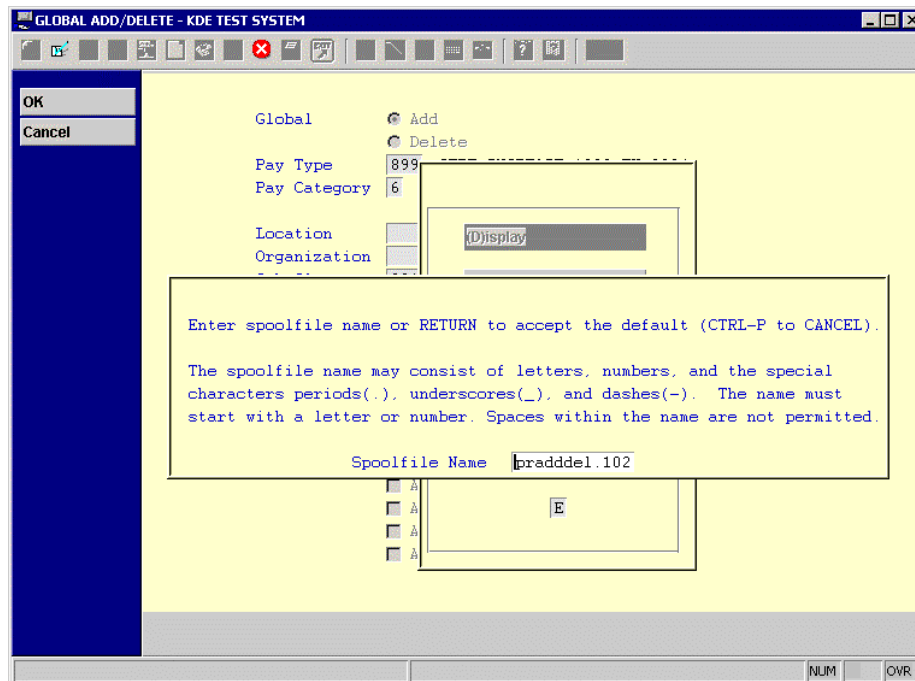
☐ Add Other Pays  
☐ Add Tax Deductions  
☐ Add Other Deductions  
☐ Add Accruals

Define the options for 'Output': NUM OVR

9) **Add the Pay Type using the settings above. Once all entries are made, select the Execute option. Determining additions to be made begins.**



- 10) Print or spool the listing. This listing must be reviewed before continuing in order to ensure the accuracy of those employees selected to receive the new Pay Type.



- 11) Once reviewed, select "YES" at the prompt.



5/20/2003

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

OK  
Calendar  
Cancel

Emp # 183 Last BECK First TOM  
SSN 111-11-1183 Active Status A

Job Class 2050 MID TEACH Calc Code 32 Hrs/Day 0.00  
Pay Type 100 REG CERT Eff. Date 03/30/2003 Hrs/Yr 0.00  
Position 0 Grade/Rank 11 Days/Period 0  
Location 205 VEM Step/Level 8 Factor 1.00  
Group/BU CERT CERTIFIED Num Pays 24.000 Remain 0.0000  
Status FP FULL/PERM Days/Year 185.00 ☐ Balloon  
Pay Freq B BIWEEKLY Sched Hrs 0.00 Off-St/Frozen N  
Start Date 07/01/2001 FTE % 1.0000 ☐ Encumbered  
End Date 12/31/9999 Hrly Rate .0000 RECURRING PAY  
Allocation 185 T BECK 0110 Daily Rate 208.8378 .0000  
G/L Org Period Pay 1,609.79 214.6757  
Object Annual Pay 38,635.00 39,715.00  
Project Remain Sal .00  
Refer. Sal 39,715.00

1 of 2

Enter employee's increase date. NUM OVR

The process is complete. The Reference Salary amount on the Job Pay screen is \$1,080 more than the Annual Pay amount. The process adds the \$1,080 to the base pay job pay record reference salary, but not to the annual salary on this record. The annual pay for the \$1,080 is shown on a separate job pay record, with a \$0 in the reference salary on that particular record. The process adds an additional record in job pay, but not in recurring pay. (See the screens below.) If allocations are used the \$1,080 will be allocated in the same percentage.

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Action  
2nd Screen  
Text  
Job Summary  
G/L Summary  
Recurring  
V=Global  
W=Proj Update  
X=Address  
Y=Recalc  
Z=Reset Pays  
Exit

Emp # 183 Last BECK First TOM  
SSN 111-11-1183 Active Status A

Job Class 2050 MID TEACH Calc Code 32 Hrs/Day 0.00  
Pay Type 899 CERT 1080 Eff. Date 03/30/2003 Hrs/Yr 0.00  
Position 0 Grade/Rank 11 Days/Period 0  
Location 205 VEM Step/Level 8 Factor 1.00  
Group/BU CERT CERTIFIED Num Pays 24.000 Remain 0.0000  
Status FP FULL/PERM Days/Year 185.00 ☐ Balloon  
Pay Freq B BIWEEKLY Sched Hrs 0.00 Off-St/Frozen N  
Start Date 07/01/2003 FTE % 1.0000 ☐ Encumbered  
End Date 12/31/9999 Hrly Rate .0000 RECURRING PAY  
Allocation 185 T BECK 0110 Daily Rate 5.8378 .0000  
G/L Org Period Pay 45.00 .00  
Object Annual Pay 1,080.00 .00  
Project Remain Sal .00  
Refer. Sal .00

2 of 2

Display screen 2 of employee's pay data. NUM OVR



**PAYROLL ALLOCATION MAINTENANCE - KDE TEST SYSTEM**

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Allocation number:

Description:

Org	Object	Project	Account Description	Alloc Percent	Pay Type
<input type="text" value="2051121"/>	0110		CERTIFIED PERMANENT SALARY	20.000	
<input type="text" value="2052118"/>	0110	3103	CERTIFIED PERMANENT SALARY	50.000	110
<input type="text" value="2052118"/>	0110	3312	CERTIFIED PERMANENT SALARY	30.000	110
<b>Total:</b>				100.000	

1 of 1

**EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM**

OK Exit

Emp #  Last  First

SSN  Active Status

Current-Salary

GL-Account	Org	Pay	FTE	Annual Pay
1-205-1100-200-20-0110	2051121	100	.2000	7943.00
2-205-1100-100-20-0110-3103	2052118	110	.5000	19857.50
2-205-1100-100-20-0110-3312	2052118	110	.3000	11914.50
Total			1.0000	39715.00

1 of 2

Display screen 2 of employee pay data.

NUM OVR

9

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EMPLOYEE RECURRING EARNING FILE - KDE TEST SYSTEM

Action

Text

W=Proj Update

X=Address

Copy

Reset-Pays

Global

Exit

Emp # 183 Last BECK First TOM

SSN 111-11-1183 Active Status A

Pay Rates Factored Rates

Job Class 2050 MID TEACH Reg Hours 0.00 Factor 1.0000

Pay Type 100 REG CERT Hourly Rate .0000

Base Pay Daily Rate 214.6757

Location 205 WEM Period Pay 1,654.79

Group/BU CERT CERTIFIED Annual Pay 39,715.00

Risk Code 8868 PROF/CLER Ref Salary 39,715.00

Position 0 Rem Salary .00

Grade/Step 11 / 8

Allocation 185 T BECK 0110

Org/Obj/Proj

Start Date 07/01/2001 Pay Frequency B BIWEEKLY

Stop Date 12/31/9999 Annual Pays 24.000

Encumbered Pays Remaining .000

Include in Balloon Pay Personnel Status FF FULL TIME PERMANE

Cycles Pay Is Active 1 2 3 4 5

1 of 1

Display/Update Employee Pay Text Info

In recurring pay there will only be 1 screen.

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

V=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp # 29 Last ALEPRA First WILLIAM R

SSN 111-11-1029 Active Status A

Current-Salary

Job Class 2050 MID TEACH Calc Code 32 Hrs/Day 0.00

Pay Type 110 CRT MATCH Eff. Date 03/30/2003 Hrs/Yr 0.00

Position 0 Grade/Rank 21 Days/Period 0

Location 205 WEM Step/Level 27 Factor 1.00

Group/BU CERT CERTIFIED Num Pays 24.000 Remain 24.000

Status FP FULL/PERM Days/Year 185.00 Balloon

Pay Freq S SEMI-MONTHLY Sched Hrs 0.00 Off-St/Frozen N

Start Date 03/26/2003 Pay Basis A Encumbered

End Date 12/31/9999 FTE % 1.0000 RECURRING PAY

Allocation 0 Hrlly Rate .0000 .0000

G/L Org 2052118 WEMS INST Daily Rate 225.2919 231.1297

Object 0110 CRT PRM SA Period Pay 1,736.63 1,781.63

Project 3103 Annual Pay 41,679.00 42,759.00

2-205-1100-100-20-0110-3103

Refer. Sal 42,759.00

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Display summarized GL information.

The above employee has base pay and extended days. He is receiving the new 899 Pay Type. Notice the Job Pay screen Annual Pay amounts compared to the Recurring Pay Annual Pay amounts.

5/20/2003

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Emp # 29 Last ALEPRA First WILLIAM R  
SSN 111-11-1029 Active Status A

Current-Salary

Job Class	2050	MID TEACH	Calc Code	61	Hrs/Day	0.00
Pay Type	191	EX DYMT925	Eff. Date	03/30/2003	Hrs/Yr	0.00
Position	0		Grade/Rank		Days/Period	0
Location	205	WEM	Step/Level	0	Factor	1.00
Group/BU	CERT	CERTIFIED	Num Pays	0.0000	Remain	0.0000
Status	FP	FULL/PERM	Days/Year	25.00	Off-St/Frozen	N
Pay Freq	S	SEMI-MONTHLY	Sched Hrs	0.00	Encumbered	
Start Date	03/26/2003	FTE %	1.0000	RECURRING PAY		
End Date	12/31/9999	Hrly Rate	.0000			
Allocation	0	Daily Rate	225.2919			
G/L Org	2052118	Period Pay	234.68			
Object	0111	Annual Pay	5,632.30			
Project	3103	Remain Sal	.00			
		Refer. Sal	5,632.30			

2-205-1100-100-20-0111-3103

2 of 3

Display summarized GL information. NUM OVR

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Emp # 29 Last ALEPRA First WILLIAM R  
SSN 111-11-1029 Active Status A

Current-Salary

Job Class	2050	MID TEACH	Calc Code	32	Hrs/Day	0.00
Pay Type	899	CERT 1080	Eff. Date	03/30/2003	Hrs/Yr	0.00
Position	0		Grade/Rank		Days/Period	0
Location	205	WEM	Step/Level		Factor	1.00
Group/BU	CERT	CERTIFIED	Num Pays	24.000	Remain	0.0000
Status	FP	FULL/PERM	Days/Year	185.00	Off-St/Frozen	N
Pay Freq	S	SEMI-MONTHLY	Sched Hrs	0.00	Encumbered	
Start Date	07/01/2003	FTE %	1.0000	RECURRING PAY		
End Date	12/31/9999	Hrly Rate	.0000			
Allocation	0	Daily Rate	5.8378			
G/L Org	2052118	Period Pay	45.00			
Object	0110	Annual Pay	1,080.00			
Project	3103	Remain Sal	.00			
		Refer. Sal	.00			

2-205-1100-100-20-0110-3103

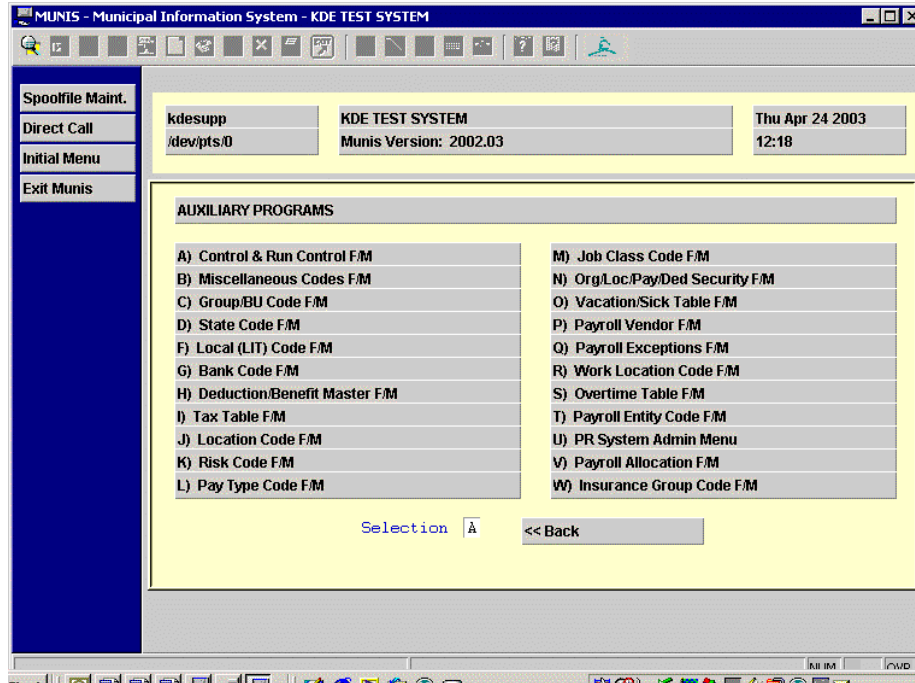
3 of 3

Display summarized GL information. NUM OVR

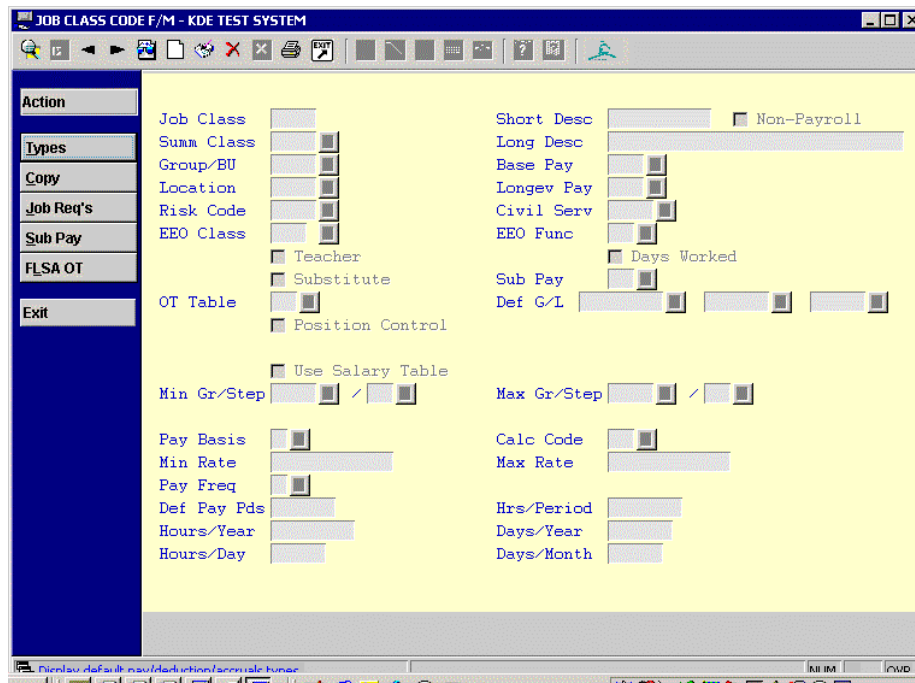
An additional screen is added to the Job Pay screens, but not to the recurring pay screens. In this example, the employee had a base pay record and an extended day record prior to adding the 899 Pay Type. Notice that the Reference Salary field is blank on the newly added pay type screen. Notice that the Recurring Pay Detail shown on the Job Pay screen does not reflect a recurring Pay record. The \$1,080 is detailed on a separate Job Pay screen but added to the Annual Pay field on the Recurring Pay screen.

## IMPORTANT NOTE: Add Type to Job Class Code Tables

Once the “899” pay type is added, this “899” must be added to the Job Class Code Tables as a default pay type for those Job Class Codes used for CERT base pay Job Class Codes.



12) Select the Job Class Code F/M option from the Auxiliary Programs from the Payroll Main Menu.



13) Select the “TYPES” option found on the Job Class Codes Screen.

Job Code

Short Desc

Long Desc

Default Pay		Default Deductions		Default Accruals Type		Default Accruals Table	

14) Select the “GLOBAL” option on the TYPES Screen.

Job Range From  Thru

Default Pay		Default Deductions		Default Accruals Type		Default Accruals Table	

15) Select “INPUT” from the Global Types Screen.



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Job Range From 0010 Thru 4999

Default Pay	Default Deductions	Default Accruals Type	Table

- 16) Enter the range of “0010 to 4999” which represents all possible Job Class Codes for base pay for Certified Employees.

Job Range From 0010 Thru 4999

Default Pay	Default Deductions	Default Accruals Type	Table
899			
CERT 1080			

- 17) Enter the Pay Type 899 into the Default Pay field.

[illegible]

- 18) Click the OK option and then click the “Add a New Data Item” icon. On the bottom of the screen, the message “Record(s) added” is displayed. If this message is not displayed, the Default Pay has not been added. Start over at step (12) above. Delete the 899 Default Pay Type from Job Class Codes used for RCER Group/BU Job Class Codes.**

The screenshot shows a window titled "JOB CLASS DEFAULT PAY / DEDUCTION TYPE - KDE TEST SYSTEM". On the left is a blue sidebar menu with three items: "Global", "Input", and "Exit". The main area has a yellow background. At the top, there's a toolbar with icons for file operations and printing. Below the toolbar, the text "Job Range From [0010] Thru [0090]" is displayed. Underneath are four column headers: "Default Pay", "Default Deductions", "Type", and "Table". Each header corresponds to a vertical stack of input fields. In the first field under "Default Pay", the value "899" is entered, and in the second field, "CERT 1080" is entered. A status bar at the bottom indicates "Record(s) added:" followed by "1 of 1".

**After this action is complete, every employee added to the Job Pay system using Job Class Codes 0010 through 4999 will automatically have the 899 Pay Type added at the point that a base pay record is added to Job Pay for that employee.**



## Mid-Year Hires

The process for adding a Job Pay record for Mid-Year Hires must be handled as follows.

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

Y=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp # 446644 Last TEST First MIDYEAR

SSN 446-64-4664 Active Status A

Current-Salary

Job Class 2060 HS TEACH Calc Code 32 Hrs/Day 0.00

Pay Type 100 REG CERT Eff. Date 04/15/2003 Hrs/Yr 0.00

Position 88888 Grade/Rank 21 Days/Period 10

Location 210 W CENT Step/Level 15 Factor 1.00

Group/BU CERT CERTIFIED Num Pays 26.000 Remain 26.000

Status FP FULL/PERM Days/Year 185.00 Balloon

Pay Freq B BIWEEKLY Sched Hrs 0.00 Off-St/Frozen N

Start Date 04/15/2003 Pay Basis A Encumbered

End Date 12/31/9999 FTE % 1.0000 RECURRING PAY

Allocation 0 Hrly Rate .0000 .0000

G/L Org 2101118 INST Daily Rate 220.8432 226.6811

Object 0110 CRT PRM SA Period Pay 1,571.38 1,612.92

Project 1-210-1100-100-30-0110 Annual Pay 40,856.00 41,936.00

Refer. Sal 41,936.00

1 of 2

Display screen 2 of employee pay data. NUM OVR

Verify the 899 default Pay Type has been added to the Job Class Code Tables. Add a Job Pay record for a full 185 days for the new employee. Doing so automatically creates an additional Job Pay record with a Pay Type of 899 in the Job Pay files.

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

Y=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp # 446644 Last TEST First MIDYEAR

SSN 446-64-4664 Active Status A

Current-Salary

Job Class 2060 HS TEACH Calc Code 32 Hrs/Day 0.00

Pay Type 899 CERT 1080 Eff. Date 04/15/2003 Hrs/Yr 0.00

Position 88888 Grade/Rank 21 Days/Period 10

Location 210 W CENT Step/Level 15 Factor 1.00

Group/BU CERT CERTIFIED Num Pays 26.000 Remain 0.0000

Status FP FULL/PERM Days/Year 185.00 Balloon

Pay Freq B BIWEEKLY Sched Hrs 0.00 Off-St/Frozen N

Start Date 04/15/2003 Pay Basis A Encumbered

End Date 12/31/9999 FTE % 1.0000 RECURRING PAY

Allocation 0 Hrly Rate .0000 .0000

G/L Org 2101118 INST Daily Rate 5.8378 .0000

Object 0110 CRT PRM SA Period Pay 41.54 .00

Project 1-210-1100-100-30-0110 Annual Pay 1,080.00 .00

Refer. Sal .00

2 of 2

Display screen 2 of employee pay data. NUM OVR

There should be 2 Job Pay records for this employee (\$40,856 and \$1,080) but only 1 Recurring Pay Screen. From the Base Pay Job Pay screen, select the Recurring pay option to view and update the Recurring Pay screen.

EMPLOYEE RECURRING EARNING FILE - KDE TEST SYSTEM

Action

Text

W=Proj Update

X=Address

Copy

Reset-Pays

Global

Exit

Emp # 446644 Last TEST First MIDYEAR

SSN 446-64-4664 Active Status A

		Pay Rates	Factored Rates
Job Class	2060 HS TEACH	Reg Hours	0.00
Pay Type	100 REG CERT	Hourly Rate	.0000
	<input checked="" type="checkbox"/> Base Pay	Daily Rate	226.6811
Location	210 W CENT	Period Pay	1,700.11
Group/BU	CERT CERTIFIED	Annual Pay	6,800.44
Risk Code	8868 PROF/CLER	Ref Salary	41,936.00
Position	88888	Rem Salary	.00
Grade/Step	21 / 15		
Allocation			
Org/Obj/Proj	2101118 0110		
CERTIFIED PERMANENT SALARY			
Start Date	04/15/2004	Pay Frequency	B BIWEEKLY
Stop Date	12/31/9999	Annual Pays	26.000
<input type="checkbox"/> Encumbered		Pays Remaining	26.000
<input type="checkbox"/> Include in Balloon Pay		Personnel Status	FF FULL TIME PERMANE
Cycles Pay Is Active	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		

Record(s) updated. 1 of 1

Calculate the number of days the employee is to work and multiply by the daily rate displayed in Recurring Pay. This rate includes both salary table and 899 pay type record base pay. Enter this amount to the Annual Pay field of the Recurring Pay screen. Based on the number of payroll checks remaining in the school year, calculate the Period Pay and enter into the Period Pay field of the Recurring Pay screen. In this example, the employee is only going to work 30 days and there are 4 remaining checks to be paid for this fiscal year.

Daily Rate Calc: \$220.8432/day plus \$5.8378/day = \$226.6811/day (System Calculation)  
 Annual Pay Calc: 30 days multiplied by \$226.6811/day = \$6,800.44 (Manual Calculation)  
 Period Pay Calc: \$6,800.44 divided by 4 checks remaining = \$1,700.11 (Manual Calculation)

After entering the Period Pay and the Annual Pay, Select Exit to return to the Job Pay Screen. Select Escape to Exit the Job Pay Screen. Once you return to the Job Pay Screen for Employee 446644, the Recurring Pay Display section of the Job Pay screen shows \$6,800.44 as Annual Pay as it should.

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

Y=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp # 446644 Last TEST First MIDYEAR

SSN 446-64-4664 Active Status A

Current-Salary

Job Class 2060 HS TEACH Calc Code 32 Hrs/Day 0.00

Pay Type 100 REG CERT Eff. Date 04/15/2003 Hrs/Yr 0.00

Position 88888 Grade/Rank 21 Days/Period 10

Location 210 W CENT Step/Level 15 Factor 1.00

Group/BU CERT CERTIFIED Num Pays 26.000 Remain 26.000

Status FP FULL/PERM Days/Year 185.00

Pay Freq B BIWEEKLY Sched Hrs 0.00

Pay Basis A

Start Date 04/15/2003 FTE % 1.0000

End Date 12/31/9999 Hrly Rate .0000

Allocation 0 Daily Rate 220.8432

G/L Org 2101118 INST Period Pay 1,571.38

Object 0110 CRT PRM SA Annual Pay 40,856.00

Project 1-210-1100-100-30-0110 Remain Sal .00

Refer. Sal 41,936.00

RECURRING PAY

0.0000

226.6811

1,700.11

6,800.44

Record(s) updated. 1 of 2

Display recurring pay

NUM OVR

The Job Pay screen is updated. Note the Recurring Pay Display section that reflects the partial year amount of salary.

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

Y=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp # 446644 Last TEST First MIDYEAR

SSN 446-64-4664 Active Status A

Current-Salary

Job Class 2060 HS TEACH Calc Code 32 Hrs/Day 0.00

Pay Type 899 CERT 1080 Eff. Date 04/15/2003 Hrs/Yr 0.00

Position 88888 Grade/Rank 21 Days/Period 10

Location 210 W CENT Step/Level 15 Factor 1.00

Group/BU CERT CERTIFIED Num Pays 26.000 Remain 0.0000

Status FP FULL/PERM Days/Year 185.00

Pay Freq B BIWEEKLY Sched Hrs 0.00

Pay Basis A

Start Date 04/15/2003 FTE % 1.0000

End Date 12/31/9999 Hrly Rate .0000

Allocation 0 Daily Rate 5.8378

G/L Org 2101118 INST Period Pay 41.54

Object 0110 CRT PRM SA Annual Pay 1,080.00

Project 1-210-1100-100-30-0110 Remain Sal .00

Refer. Sal .00

RECURRING PAY

0.0000

.0000

.00

.00

2 of 2

Display recurring pay

NUM OVR

When the annual pay field is manually changed on the Recurring Pay screen, the Job Pay screen that displays the annual pay for the 899 Pay Type record should keep \$1,080 annual pay and 185 days so that in the following fiscal year the \$1,080 is split between 185 days.

# “100” DAY EMPLOYEES

EMPLOYEE JOB/SALARY F/M - 2003mr Test Database

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

Y=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp # 709 Last BROSSEIT First SUSAN A

SSN 111-11-1709 Active Status A

Current-Salary

Job Class 4060 100 DAY HS Calc Code 32 Hrs/Day 0.00

Pay Type 100 CRT10NM Eff. Date 08/09/2002 Hrs/Yr 0.00

Position 0 Grade/Rank 1001 Days/Period 0

Location 040 BCBS Step/Level 37 Factor 1.00

Group/BU RCER RET CERT Num Pays 24.000 Remain 24.000

Status PP PART/PERM Days/Year 100.00

Pay Freq S SEMI-MONTHLY Sched Hrs 0.00

Pay Basis A

Start Date 08/09/2002 FTE % .5405 RECURRING PAY

End Date 12/31/9999

Allocation

G/L Org 0101118 REG INST

Object 0110 CRT PRM SA

Project 1-010-1100-100-10-0110

1 of 2

Display screen 2 of employee pay data.

NUM OVR

“100 Day” Employees are set up with FTE of .5405. The Job Class Code used for the payroll record should correspond to the Group/BU of RCER. Since the RCER Job Class Code Table records do not have the “899” default Pay Type, the 899 must be added separately.

EMPLOYEE JOB/SALARY F/M - 2003mr Test Database

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

Y=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp # 709 Last BROSSEIT First SUSAN A

SSN 111-11-1709 Active Status A

Current-Salary

Job Class 4060 100 DAY HS Calc Code 32 Hrs/Day 0.00

Pay Type 899 1080 PAYMT Eff. Date 08/09/2002 Hrs/Yr 0.00

Position 0 Grade/Rank 1001 Days/Period 0

Location 040 BCBS Step/Level 37 Factor 1.00

Group/BU RCER RET CERT Num Pays 24.000 Remain 0.0000

Status PP PART/PERM Days/Year 100.00

Pay Freq S SEMI-MONTHLY Sched Hrs 0.00

Pay Basis A

Start Date 08/09/2002 FTE % .5405 RECURRING PAY

End Date 12/31/9999

Allocation

G/L Org 0101118 REG INST

Object 0110 CRT PRM SA

Project 1-010-1100-100-10-0110

2 of 2

Display screen 2 of employee pay data.

NUM OVR

After adding the Base Pay record and then adding the 899 Pay Type, the correct amount is reflected in the Annual Pay field.